



Institution Supplement

OPI: Correctional Services
NUMBER: NYM 5267.06c
DATE: August 12, 2004
SUBJECT: Visiting (Inmate)

1. PURPOSE: To establish procedures to develop activities by which close family ties and good community contacts can be fostered and maintained. This institution supplement must be read in conjunction with national policy.

2. DIRECTIVES AFFECTED:

- a. Directive Referenced: P.S. 5267.06, Inmate Visiting, dated April 14, 2003
- b. Directive Rescinded: Institution Supplement 5267.06b, dated February 7, 2003

3. POLICY: It is the policy of MCC New York to maintain visiting facilities for the purpose of maintaining family ties. Because of the nature of this facility, visits must be conducted under appropriate supervision so that security is maintained and the visiting privileges extended to inmates and their families are clearly communicated. For the purpose of this policy, the term pre-trial inmate refers to any inmate who is non-cadre, including holdovers, Treaty Transfers, INS detainees, state inmates, and any designated inmate other than those assigned to the MCC New York Work Cadre Unit.

4. PROCEDURES:

A. Visiting Rules / Regulations:

Although it is the intention of the Bureau of Prisons and this facility to provide the maximum amount of time possible for visiting, some practical considerations must be considered in the orderly management of this program.

An application and information form regarding visiting rules, regulations and directions has been prepared for all inmates to read and send to their visitors (Attachment A). It is the inmate's responsibility to send the form to the prospective visitor. This application form must be completed legibly and in its entirety, and returned for approval before the prospective visitor is permitted to visit.

B. Identification of Visitors:

Staff must be able to verify the identity of visitors before their admission into the institution. Acceptable means of identification are, government-issued identification, passport, state-issued photo identification (with a date of issue and expiration) and valid drivers' license. In cases where visitors do not have a photo identification, they will be required to have three types of identification with signatures. These need not be the sole means of identification. However, identification cards from quick photo places, and check cashing establishments are not acceptable forms of identification. Tactful questioning may clear up doubtful cases. Visitors sixteen (16) and under do not have to show identification unless of course they appear to be older. In such cases, if a visitor under the age of sixteen cannot provide documentation, i.e., a birth certificate (when requested) to prove relationship and age, the visitor will not be allowed into the institution.

C. Number and Length of Visit:

Pre-trial/ Holdover inmates may receive (1) one-hour social visit per week. Cadre inmates will be allowed two visiting days per week (Saturday and Sunday). An inmate's visitor (pre-trial) who travels a great distance may be allowed one additional hour. Any additional time granted will occur on the scheduled visiting day, and will not exceed scheduled visiting hours. The inmate may request an extended visit through unit team using an "Inmate Request to Staff" (BP Form 70). He/she must submit this request to the unit team 48 hours before the visit. The unit team will review the request and approve or deny it. In cases where the request is denied, the unit team will notify the inmate. Correctional supervisors and visiting room officers will monitor activities in the visiting rooms. Additionally, any reduction of visiting time by the visitors will be determined by the Operations Lieutenant and the Duty Officer.

D. Number of Visitors per Visit:

Due to the size limitation of the visiting room, visitors will be limited to three (3) adults and three (3) children. In cases where there are more than three (3) children under the age of 16 in a family, the Operations Lieutenant and/or Duty Officer must approve the additional children to visit. A responsible adult who is approved to visit the inmate must accompany visitors under the age of 16. Children are to be under direct supervision at all times by the visitor and inmate. Children who misbehave or otherwise prove to be a disruptive influence in the visiting room will be promptly removed upon request of a Lieutenant, and or the Duty Officer.

E. Visiting Regulation Regarding Pets:

Consistent with national policy, only dogs that help persons with disabilities will be allowed into the institution. The owner of the dog must show that the animal has been trained for such purposes and will be responsible for the dog at all times. Also, the dog will walk through the metal detector, for purpose of institution security.

F. Approved Visitors:

The following procedures will be in effect regarding authorized visiting lists. Each inmate will complete a visiting list. The visiting list will not exceed ten (10) approved visitors for pre-trial inmates and (12) for cadre inmates. Immediate family members and one person of "meaning" will be placed on the visiting list absent strong circumstances that preclude visiting. Immediate family is defined as mother, father, step-parents, step-children, foster parents, grand-children, brothers, sisters, spouse and children. As the situation presents itself, other non-immediate family members will be allowed to visit at the approval of the Associate Warden of Programs (AWP). Further, in circumstances, when an inmate requests more than ten visitors to be placed on their visiting list, the Unit Manager will approve / deny any visitor exceeding the limit.

Inmates classified as designated work cadre inmates will be permitted to place both immediate family members and friends on their visiting list. Family identified in the inmate's PSI will be placed on the visiting list by the unit team after completion of the NCIC. Unit team will notify the inmate whether the individual is approved or disapproved to visit. Normally, inmate visitors are not allowed to visit more than one inmate. A visitor may not be on more than one visiting list unless the visitor is related to more than one inmate, i.e., two sons, father and son, son and daughter. If the visitor wishes to visit both inmates the

visitor must be on both inmates' visiting list.

Inmates may modify their visiting list by submitting an "Inmate Request to Staff Member." Upon receipt, the unit team will arrange for the necessary action, either deletion or addition to the visiting list. The Correctional Counselor will be responsible for preparing the official visiting list and ensuring that this list is placed in the computer with a hard copy in the inmate file.

When an inmate does not have any immediate family, and seeks to have visits from religious groups or an individual from a community group, an "Inmate Request to Staff Member" will be written to the Unit Manager from the inmate requesting to visit. Further, the inmate MUST submit a visiting application form along with the "Inmate Request to Staff Member." The Unit Manager will review these requests and forward it to the AW (P) for approval if the situation warrants. The Chaplain's Office will arrange all approved religious visits.

G. Visitor Exceptions

The visiting privileges of friends and associates without an established relationship with the inmate prior to confinement must be approved by the Warden.

H. Background Investigation and Filing:

A background investigation (NCIC) check will be completed on **ALL** potential visitors regardless if they are immediate or non-immediate family. In addition, an NCIC check will be completed on all the individuals on the visiting list of inmates that transferred from another facility. The inmate shall be held responsible for mailing the background request form to the proposed visitor. That form must be signed and returned to the Correctional Counselor by the proposed visitor prior to any further action regarding visiting. The Correctional Counselor is responsible for completing the background investigation and attaining all subsequent forms of identification (Copy of the driver's license, copy of the social security card, copy of the marriage certificate etc.) necessary to complete the visiting list. The entire visiting packet shall be stamped FOI exempt and be placed in the inmate's file.

I. Visiting Days and Schedule:

This information is included in (Attachment B). The visiting period commences once the inmate enters the visiting room. The visitor will be notified within ten (10) minutes prior to the visit being ended. The unit team is responsible for posting the schedule quarterly no later than the last month of the preceding quarter.

J. Consulate Visitors:

An inmate may request to visit with a member from their respective consulate by submitting an "Inmate Request To Staff Member" to the Executive Assistant.

K. Ex-Offenders and Persons with Prior Criminal CONVICTIONS:

The existence of a criminal conviction does not automatically constitute a barrier to a proposed visit. After a request to visit has been made, the unit team will review the case and determine if the value of the relationship is substantial. The Unit Manager will give final approval/disapproval on these cases. Generally, ex-offenders will not be allowed to return to the institution as visitors until they have been

released for a substantial period of time and it is determined that they are making an appropriate adjustment in the community.

At times, co-defendants from the community will need to visit a confined inmate(s). When this type of visit is requested, the Legal Department will be responsible for the coordination of this visit. An attorney must accompany the co-defendant who must show by the indictment that the parties are in fact co-defendants. Approved co-defendant meetings with non-incarcerated co-defendants are to be conducted within the hours of 8:00 a.m. - 3:00 p.m. The Legal Department will conduct the NCIC check for the non-incarcerated co-defendant before this person is allowed to enter the institution. When approved, the Legal Department will distribute this memorandum to the front lobby, Attorney Conference Room, Lieutenant's Office, and the Unit Team.

L. Visits for Persons Not in General Population:

1. Inmates Hospitalized: Visitors requesting to see a designated or pretrial/ holdover inmate who is hospitalized will be reviewed by all pertinent staff, and the United States Marshals Service - if the inmate is a pretrial inmate. More specifically, the Health Services Administrator (HSA), Chief Correctional Supervisor and Unit Manager will determine whether they should permit the visit.

When the HSA recommends against the visit, ie. if the inmate is suffering from an infectious disease, is in a psychotic or emotional state, and not in a condition to see visitors, or there are compelling health regulations that will prohibit the visit, the Health Services Administrator or designee must explain the situation(s) to the visiting party.

2. Special Housing Unit Inmates: Ordinarily, an inmate retains visiting privileges while in the Special Housing Unit. Visiting may be restricted via a UDC / DHO sanction. If the restriction is not a UDC/DHO sanction, such restriction must be approved by the Warden. Unit 10 South social and legal visits shall be non-contact unless otherwise determined by the Warden to allow contact visits.

3. Non-Contact Visits: If the Warden deems it necessary to give an inmate a non-contact visit, the Warden will instruct the SHU Lieutenant to do so. The visit will be conducted in the 10 South Annex visiting room. This visit will be directly supervised to ensure all established visiting procedures are followed.

M. Attorney Visits:

Attorney visiting can occur 24 hours a day. Attorneys may visit with their clients (one at a time) in the 3rd Floor Attorney Conference Room from 6:00 A.M. to 8:00 P.M. daily. They require no advance notice.

Visits outside this time are to be prearranged with the Legal Department. Private rooms in the Attorney Conference Room will ordinarily be available on a first come, first serve basis. All attorneys will use either the inmate/visitor elevator or the staff elevator (with a staff escort) to and from the third floor. Upon arrival to the Attorney Conference Room the Attorney Room Officer will check the attorney's hand stamp before being permitted to enter.

When the attorney arrives for a visit, the front lobby officer will call the unit officer to prepare the inmate for the visit. The unit officer will call the Attorney Conference Room officer for clearance of separations. Once the inmate is cleared to move, the inmate may be sent to the Attorney Conference Room. After the inmate reports to the Attorney Conference Room, the following procedures are to be completed by the Attorney Conference Room Officer:

1. Inspect all legal material coming into the Attorney Conference Room.
2. Perform a pat search of the inmate.
3. Escort the inmate into the Attorney Conference Room.
4. Provide supervision of the conference area.

At the conclusion of the visit, the Attorney Conference Room Officer will perform the following procedures:

1. The Attorney Room Officer will check the attorney's hand stamp before the attorney is permitted to leave the conference room. Internal security will escort the attorney on the inmate elevator. The attorney's identification stamp will be checked at the 1st floor sallyport and the attorney will depart the secure area of the institution. The attorney will again have the identification stamp checked by the Lobby Officer and then turn in his/her pass to the front lobby officer before departing the institution. Staff will ensure that no material of any type is passed between the inmate and the attorney.
2. Remove the inmate from the Attorney Conference Room to the shakedown room and conduct a visual (strip) search. It is imperative only one inmate is searched at a time.
3. Inspect all legal material the inmate has in her/his possession for contraband.
4. The inmate will be returned to her/his assigned unit by the Internal Security Officer.

- N. **Attorney Visits for Special Housing Unit Inmates:** Inmates in the Special Housing Unit will have their legal visits in the Attorney Conference located on the third floor. With the exception of those inmates determined by the Captain to be considered too great a security risk to visit on the third floor. Inmates considered a security risk will visit on 10 South. All attorneys will use the inmate/visitor elevator to and from the ninth floor.

3rd Floor Attorney Visits

When the attorney arrives for a visit, the Front Lobby Officer will call the Special Housing Unit Officer to prepare the inmate for the visit. After the attorney arrives on the third floor, the following procedures are to be completed:

1. The inmate will be escorted to the third floor by a the Internal Security Officer. The third floor Sallyport officer will escort the inmate to the appropriate visiting room.
2. The inmate will be secured in the room with the legal visitor.
3. All SHU inmates will be positioned in a visiting room as close to the officers station as possible. SHU inmates will not mingle with inmates from the general population. They will be secured in the room they are visiting in and will remain under observation at all times.

10 South Attorney Visits

When the attorney arrives for a visit, the Front Lobby Officer will call the Special Housing Unit Officer to prepare the inmate for the visit. After the attorney arrives on the ninth floor, the following procedures are to be completed:

1. The attorney will be searched with the hand-held metal detector before allowing the attorney to enter the unit.
2. Staff will inspect all material coming into the unit for contraband.
3. The attorney must sign in the attorney sign in log.
4. Staff will then escort the attorney to 10 South for the legal visit with his client.

At the conclusion of the visit, the unit officer will do the following procedures:

1. Permit the attorney to leave the unit once the attorney indicates in the log book the time of departure. Internal Security will escort the attorney on the inmate elevator. The attorney's identification stamp will be checked at the 1st floor sallyport and they will then depart the secure area of the institution. The attorney will again have the identification stamp checked by the Lobby Officer and then turn in their pass to the Front Lobby Officer before departing the institution.
2. Remove the inmate from the area to the shakedown room and conduct a visual (strip) search. It is imperative only one inmate is searched at a time.
3. Inspect all legal material the inmate may have in his possession for contraband.

- O. Notification to Visitor Forms Filing Procedure:** The completed Notification to Visitor forms will be collected each evening by the Communications Officer who will file the forms in the communications

room. All forms will be maintained within the institution for at least one (1) year. After one (1) year, they will be disposed of at the discretion of the Chief Correctional Supervisor.

P. Smoking: This is a smoke free facility.

Q. Personal Conduct: A brief kiss and embrace is permitted only upon arrival and departure. Other than hand holding, no other contact is permitted at anytime. Discretion, uniformity, and good judgement must be used in enforcing this regulation. The institution's primary purpose in limiting physical contact is to control the traffic of contraband and eliminate behavior that may be offensive to other visitors. Failure to follow the prescribed guidelines of personal conduct will result in cancellation of the visit and removal of the visitor from the approved visiting list. The Correctional Supervisor/ Lieutenant and Duty Officer on duty will have the authority to cancel visits because of inappropriate conduct. A memorandum documenting the misconduct will be forwarded to the Warden thru the Associate Warden of Programs, and Chief Correctional Supervisor. After the Warden's review, the Unit Team will write a letter to the visitor not allowing them to visit the facility.

R. Inmate Entrance and Exit Procedures: Before any inmate enters the visiting room an inventory will be conducted, i.e., wedding band or religious medals. Any item approved in the visiting room will be documented on the Daily Attorney Room/Visiting Room Inventory (Attachment C). The access doors separating the visiting rooms are to remain locked when the officers are on their post, unless visitors are entering or exiting the visiting rooms. The Visiting Room Officer must receive a 3 x 5 card for each inmate entering the visiting room from the Unit Officer.

All inmates exiting the visiting room will be identified using the 3 x 5 card before the visitors' departure. The Visiting Room Officer must check all visitors' hand stamps before opening the door leading to the elevators. Black lights are provided for checking hand stamps. The visiting officers will obtain the stamp symbol of the day from the front lobby officer daily.

To ensure no one introduces contraband into the institution, all inmates will be pat searched and randomly visually (strip) searched before entering the visiting room, and all inmates will be visually (strip) searched when leaving the visiting room. The only items an inmate may bring into the visiting room / attorney room are a plain wedding band (without any type of stones), a religious medal (not to exceed a value of \$100.00), and legal papers when necessary, i.e. co-defendant meeting. Medication such as nitroglycerin tablets may be permitted when authorized by the Physician Assistant and the Correctional Supervisor or designee. The Officer will hold any authorized medications.

Upon completion of the visit, the inmate can only depart with items that he or she had been authorized to take into the visit.

Contraband of any kind in the visiting room is to be confiscated and the Correctional Supervisor is to be notified immediately. Contraband will be processed according to established procedures outlined in P.S. 5580.06, Inmate Personal Property. Any visitor who introduces or attempts to introduce

contraband of any type will have visiting privileges terminated and is subject to prosecution. The Correctional Supervisor on duty will immediately submit a memorandum to the Warden thru the Associate Warden of Programs, Chief Correctional Supervisor, and the Unit Team regarding the cancellation of the visit.

S. Clothing:

Appropriate dress is required and must be in good taste. Excessively provocative, immodest or revealing attire is reason to deny a visit. Visitors over the age of 12 will not be allowed into the institution in skirts, shorts, or dresses exceeding three inches above the kneecap in length. Bathing suits or any type of swim wear will not be permitted in the institution. See-through clothing, revealing sleeveless garments, halter tops, tube tops, tank tops and any kind of top that reveals the midriff area, low-cut shirts or blouses, revealing front and backless clothing, skin-tight clothing, spandex clothing, leotards, and sweat pants are **NOT** permitted. Any pants with holes in the knee or buttocks area are also prohibited. Additionally, hooded shirts of any kind, hats, caps, and head scarfs (except for religious reasons) are also prohibited. All visitors are required to wear footwear (no shower shoes of any kind) and undergarments (including bras for females). In accordance with OSHA guidelines, Visitors shoes are to be "closed toed" and have the existence of (at a minimum) a strap around the heel of the foot. The front lobby officer will not permit visitors to wear jackets or blazers up to the visiting room. **Inmates are responsible for advising their visitors of the dress requirements for visitation.** Only a Correctional Supervisor and Institution Duty Officer may deny visits for noncompliance. Inmates' attire for visiting includes jumpsuit and bus shoes for pre-trial males; females must wear the blue uniform and bus shoes; cadres must wear khaki uniforms with institutional shoes.

T. Food and Beverages:

Visitors are not permitted to bring food or beverages of any kind into the institution. Items of this nature are considered contraband. However, visitors may purchase soft drinks and snack items from the vending machines in the visiting rooms and they may share these items with the respective inmate they are visiting. No food or drink is to be taken out of the visiting room by either inmates or visitors.

U. Penalty for Violation of Visiting Regulations:

Any act or effort made by the inmate to violate the visiting guidelines of MCC New York will result in disciplinary action against the inmate. This may include denial of future visits for a period of time, criminal prosecution against the visitor, and the respective inmate.

If a violation occurs, a memorandum requesting the restriction of the inmate's visits or specified visitor will be issued from the unit team for the Warden's approval thru the Associate Warden of Programs. Copies of the memorandum will be forwarded to the inmate's central file,

Chief Correctional Supervisor, restricted visiting file and front lobby. This restriction will be in effect until the Warden has reviewed the circumstances. The Warden or his designee will make the final decision regarding the removal of a visitor from the visiting list. In those cases where removal is authorized, a letter will be prepared for the Warden's signature by the unit team to the visitor(s).

V. Procedures for Disapproving Proposed Visitors:

If a visitor is not approved for any reason, other than documented restriction, the duty Lieutenant/ Correctional Supervisor will be notified along with the Institution Duty Officer. They will be notified of the infraction and will be the responsible party for explaining the reason for denial. They will also be the final deciding factor in a visitors denial.

W. Procedures for addressing Special Visitors:

At times, Clergymen, former or prospective employers, sponsors and parole advisors may request special visits. They must make these requests in writing with sufficient advance notice (72 hours). The request will be reviewed by the Unit Manager for approval.

1. Business Visitor. The Warden has the final authority on the admittance of business visitors and should be notified through the chain of command. Except for pretrial inmates, an inmate is not permitted to engage actively in business or profession. All questions regarding a business visitor should be addressed to the duty Lieutenant and Institution Duty Officer.

2. Consular Visitor. When it has been determined that an inmate is a citizen of a foreign country, the Warden must permit the consular representative of that country to visit on matters of the legitimate business. After a request has been submitted from the inmate or consulate, a memorandum should be generated from the inmate's Unit Team for the Warden's approval. Once approved, a copy should be maintained in the Lieutenant's Office and the Front Lobby.

3. Representatives of Community Groups. The Warden is the approving authority on visits from representative of Community based Groups. A memorandum should be generated and sent through the Chief Correctional Supervisor, Associate Warden, to the Warden for approval. Once approved, a copy should be maintained in the Lieutenant's Office and the Front Lobby.

4. Minister of Record/Clergy. An existence of an established relationship prior to confinement for visitors does not apply to visitors in this category. These visitors ordinarily provide assistance in release planning, counseling, and discussion of family problems.

a. Minister of Record.

An inmate must submit in writing their request to be approved for a visit from his Minister of

Record. They must submit their request to the Chaplin. An inmate may only have one minister of record on his/her visiting list at a time. The Minister of Record does NOT count against the total number of authorized regular visitors/ social visitors.

b. Clergy.

An inmate must submit in writing their request to be approved for a visit from clergy. Visits from clergy (other than the Minister of Record) will be in accordance with the general visitor procedures, and WILL count against the total number of regular visits allowed.

On both visits, an approved memorandum will be forwarded through the Chief Correctional Officer and posted in the Lieutenant's Office and the Front Lobby.

5. **EFFECTIVE DATE:** This Supplement is effective upon issuance.

Approved by:

/s/
Marvin D. Morrison, Warden

Date

DISTRIBUTION:

- Warden
- Associate Wardens
- Executive Assistant
- Department Heads
- Captain
- President, AFGE Local 3138
- Law Library (2)
- File

Attachment A

METROPOLITAN CORRECTIONAL CENTER NEW YORK, NEW YORK

VISITING REGULATIONS

1. The Metropolitan Correctional Center is located in the Borough of Manhattan, in the City of New York, at 150 Park Row. It is accessible by various types of transportation, to include taxi, mass transit and personal transportation. There is no parking in the facility, it is only restricted to public parking sites.
2. To ensure a prospective visitor the opportunity to visit, they must arrive no later than 2:30 p.m. for day visits and 7:30 p.m. for evening visits so that they can be processed for a visit. When visiting commences at 8:00 a.m. the processing of visitors will stop at 9:15 a.m. for the 10:00 a.m. count on Saturdays, Sundays and Holidays. After the 10:00 a.m. count is cleared processing will continue until 2:30 p.m., **NO** visitors will be permitted to present their request for visit to the front lobby officer after these hours. **NO** visitors will be permitted access to the visiting room after 3:00 p.m. and 8:00 p.m.
3. Ordinarily, all members of the immediate family (parents, brothers, sisters, spouse grandchildren and children) will be placed on the inmate's visiting list. Children under the age of sixteen (16) who are placed on the visiting list must be accompanied by an adult who is also an approved visitor. In-laws, as well as other persons not included in the immediate family, must obtain permission prior to any proposed visit. All persons placed on the inmate's visiting list must be requested by the inmate and approved by the unit team. All visitors must provide current photo identification such as a valid driver's license, passport, etc. or three (3) forms of signature identification. Identification cards from quick photo places and check cashing establishments are NOT acceptable forms identification.
4. A brief embrace and kiss within the bounds of good taste is permitted when an inmate greets their visitor. The same applies upon termination of the visit. During the visit, any physical contact other than hand holding will be considered improper and is prohibited.
5. It is not permissible to bring food, drink, packages, gifts or any item(s) not authorized in writing by the Warden. No written messages may be exchanged or signed. Letter type transactions should be handled (as a matter of record) through correspondence.
6. Visitors must keep their children under control and in the immediate vicinity of the visit. Visitors whose children disrupt or interfere with another inmate's visit may be asked to leave the institution.
7. Visitors will not be permitted to wear suggestive or revealing clothing. Persons not conforming to these standards may be refused visiting privileges. Visitors over the age of 12 years old will not be allowed into the institution in short skirts, mini skirts, shorts or dresses exceeding three inches above the kneecap in length. See-through clothing, halter tops, tube tops, tank tops and any kind of top that reveals the midriff, low-cut shirts or blouses, revealing front and backless clothing, skin-tight clothing, spandex clothing, and sweat pants are NOT allowed. Further, pants with holes in the knees or buttocks are NOT permitted. Additionally, hooded shirts of any kind are also prohibited. All visitors are required to wear footwear and undergarments (including bras for females). Open toe sandals are not allowed.
8. Abusive, vulgar, or otherwise offensive language on the part of either inmate or visitor will not be tolerated. Everyone is cautioned to watch the use of such language anywhere within the hearing distance of other inmates or visitors.

9. Purses, coats and packages of visitors will be placed in the lockers provided in the Front Lobby area of the institution. Visitors are permitted to take small change purses to their visit. Toys are not permitted. Vending machines are to be utilized by the visitors only. The vending machines only take coins and single bills.

10. All visitors will be required, upon arrival, to complete a Notification to Visitor Form and will be held responsible if found in violation of the provisions therein. Failure to comply with the rules and regulations of the institution could result in the loss of visiting privileges for the inmate, as well as criminal prosecution of the visitor and/or inmate.

It is illegal for any person(s) to introduce, or attempt to introduce into or upon the grounds of any Federal Penal Institution, take or attempt to take, or send therefrom, anything whatsoever without the knowledge or consent of the Warden. **THE LAW PROVIDES THAT VIOLATORS MAY RECEIVE UP TO A TWENTY (20) YEAR SENTENCE FOR SUCH VIOLATIONS!**

11. In the event of overcrowding, generally those inmates who have been in the visiting room the longest will have their visits terminated first. However, the Visiting Room Officer shall also give consideration to the distance the visitor has traveled, the visitor's relationship to the inmate and the frequency of previous visits.

12. No money shall be given to the Front Lobby Officer for placement into the inmate's commissary account. Visitors are encouraged to utilize United States Postal Service money orders and the mail service when attempting to send money to an inmate. The money order must be made out to the inmate; indicating the inmate's full committed name and federal register number for proper identification. The money should be sent to:

No currency may directly be given to an inmate by anyone. The institution will not accept money to deposit in the inmate's account.

13. This is a **SMOKE FREE** facility, therefore Smoking is prohibited.

Attachment B

VISITING SCHEDULE

MONDAY	(Z-A) 9 South - SHU
MONDAY	(B-A) Unit 2 - Females
TUESDAY	(K-S) 11 South
WEDNESDAY	(G-S) 7 South
WEDNESDAY	(G-N) 7 North
THURSDAY	(I-N) 9 North
THURSDAY	(E-N) 5 North
FRIDAY	(K-N) 11 North
FRIDAY	(K-S) 11 South
SATURDAY	(E-S) 5 South - CADRE
SUNDAY	(E-S) 5 South - CADRE

Attachment C**Metropolitan Correctional Center - New York****Daily Atty. Room / Visiting Room Inventory**

Date: _____

Inmate Name	Number	Unit	Officer	Time In	Time Out	Property
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
13.						
14.						
15.						
16.						
17.						
18.						
19.						
20.						

The only authorized items allowed in the attorney / visiting room are a plain wedding band (without any type of stone), a religious medal (not to exceed a value of \$100.00), and legal papers when necessary. i.e. co-defendant meeting. This form will be turned in daily to the Lieutenants Office upon the closing of the attorney / visiting room. After review, the Operations Lieutenant will forward to the Captain's secretary to retain on file for 30 days.

Date: _____ Time: _____

E/W Operations Signature: _____

Sensitive Limited Official Use Only
